

FILED:**RETURN TO**

Chief, Management Staff

RECORDS MANAGEMENT DIVISION

5 January 1956

25X1A9a

Mr. [REDACTED], For O&M Staff (DD/S Area)

25X1A9a

File

Report for Week Ending 4 January 1956.

1. Project 6-16, Survey of Personnel Procedures

25X1A9a

a. [REDACTED] - On annual leave through the Holiday week - Jan. 3 and 4 prepared material for presentation to [REDACTED] re: installation of Manpower Control Plan. 25X1A9a

25X1A9a

b. [REDACTED] - Flow charts of Commo actions have been completed and referred to Chief, Admin Staff, OC for final review and approval. - Similar charts pertaining to OBI have been completed and approved as correct. - Preparation of charts for OCR actions are in the process of development. - Arrangements to initiate the preparation of flow charts in ORR on 5 January 1955 have been made.

25X1A9a

25X1A9a

2. Project 6-14, Study of Overtime Practices [REDACTED]. Overtime practices transferred to [REDACTED]

3. Project 5-80, Review of Procedures, Printing Services Division [REDACTED]. No change. Waiting for Keasort equipment to run tests on the accumulation of operational data manually in order to have available current statistical information. 25X1A9a

4. Project 5-64, Management Survey, Office of Personnel [REDACTED]. No action. 25X1A9a

5. Project 5-1, Management Survey, Office of the Comptroller [REDACTED]. No action. 25X1A9a

a. Project 5-1a, Fiscal Division [REDACTED]. No change 25X1A9a

25X1A6a 6.

[REDACTED], Supply Division, Office of Logistics (MS 724). Action on this project, pertaining to an organizational adjustment, could not be taken up until 1/2/56 (Tuesday) due to the absence of a proper contact.

25X1A9a

~~SECRET~~